

**Meeting Minutes
Room 152
State Capitol Building
Thursday, May 18, 2006
1:15 p.m. to 2:45 p.m.**

Molly Petersen, Chairperson, called the meeting to order at 1:15 p.m. Present were JereAnn Nelson, Pam Spore, Colleen Owen, Chris Hettinger, Betty Warren, Jackie Williams, Lisa Mecklenberg Jackson, Joan Franke, Wendy Neumann, Cynthia Pearson, Michelle Robinson, Kara Sperle, and Christi Moyer.

Chris Hettinger presented the Ice Breaker: "What can you do with a paper clip besides clip paper?" Suggestions included: clean out white-out bottle, decorations, child's play toy, waistband extenders. Everyone introduced themselves and their place of work also.

April Meeting Minutes: Pam Spore moved to approve the April 20, 2006 minutes. Joan Franke seconded the motion, which passed unanimously.

Treasurer's Report: In the absence of Jen Skartveit, no report was given.

State Employee Group Benefits Advisory Council (SEGBAC) report: Christi Moyer, ICCW's representative on this council, provided a report. The group met all day on March 17, 2006 and chose Mercer Consulting as our benefit company in a tight decision. They do actuarial analysis and, during legislative years, run actuarial reports. It's a 2 to 4 year contract.

Nominations for historian, secretary, treasurer, vice chair:_ Molly stated that we need to conduct elections for those offices. Ten agencies must be represented in order to have a valid election. The Governor's Office will select a chairperson as Molly will not serve another term. (Thank you, Molly, for two years of highly efficient and incredible service as our leader!) ICCW can, however, make recommendations for chairperson to the Governor's Office.

- ❖ The deadline for nominations is Monday, June 5.
- ❖ Nominees must have served on ICCW for 4 months prior to the election and will need to know that they will be reappointed to represent their agency in September.
- ❖ Nominations may be made by phone, e-mail, or in person to Molly. A member may nominate herself.

- ❖ Members may accept or decline a nomination after reading the position description.
- ❖ Each candidate must read and sign the position description before the election.
- ❖ By Wednesday, June 7, candidates must e-mail a brief statement to Molly regarding their qualifications for the office and why they'd like to serve. Statements will be e-mailed to the Committee of the Whole and included on the ballot.

Voting procedure for June:

- ❖ **ICCW bylaws, Article V, Sections 4 and 5:** **Section 4:** Voting- Voting for officers will be conducted via written ballot during the June monthly meeting of the committee of the whole. Those unable to attend the monthly meeting may vote by e-mail, as facilitated by the chair. Agencies who will not have a representative at the voting meeting should notify the chair prior to the meeting. E-mailed votes must be received by 5:00 pm on the day of the vote. If an agency is represented at the meeting by its voting or alternate member, an e-mail vote from that agency will not be counted. Each agency has one vote in accordance with Article III. E-mail voting applies only to voting for officers. A handwritten vote with the voter and agency identified on it will also be accepted under the same criteria. **Section 5:** All written or e-mailed ballots must be counted and verified by two members of the Planning Subcommittee.

Molly cited a portion of remarks by Jan Sensibaugh, who presented nominee awards at the ELA ceremony yesterday. Jan gave much credit to her experience serving on ICCW as a factor in her ability to move from a clerk-typist to director of DEQ over the course of her career in state government. Jan was an ELA recipient in 2004 and considers that award to be the most meaningful one she received during her career in state government. Jan currently serves as the deputy director of the Montana Wilderness Association. Serving as an officer, or being considered for chairperson by the Governor's Office, could help a person move out of their comfort zone and gain valuable leadership skills in a very supportive environment. Molly urged all to consider holding an office.

The 2005-06 subcommittees gave the following reports:

ELA (Lisa Mecklenberg Jackson and Shannon Stober, co-chairs): Lisa reported that the May 17 ceremony was a huge success! The presenters, Lt. Governor John Bohlinger, Jan Sensibaugh, and Fast Enterprises Partner Dennis Manolo,

did a marvelous job. The award winners and nominees expressed their sincere thanks to ICCW for making the award possible and expressed some valuable insight into the relationship between a leader and the team. There was good press coverage. She thanked all who had a part in making the ceremony the success that it was. The ELA subcommittee will need to meet before June 15 for a wrap-up session and address the question: Did we meet our goals? The members of the ELA subcommittee are Lisa Mecklenberg Jackson and Shannon Stober, co-chairs; Pam Spore, Sherry Rust, JereAnn Nelson, Sheree Isola, Vicki Schiller-Long, Lenore Adams, and Jackie Williams.

PR (Jen Skartveit, chairperson): In the absence of Jen Skartveit, no report was given. Molly stated that photographs from the May 17 ELA ceremony would be included on the ICCW logo board, which the Lottery Division has offered to update free of charge. The members of this subcommittee are: Jen Skartveit, chairperson, Penne Beto, Connie Rigney, Kim Benjamin, Gail Dreher, Wendy Neumann, Mary Spaulding, Colleen Owen and Jan Brown.

Training (Chris Hettinger, chairperson): Chris Hettinger reported that the May brownbag "Tooting Your Own Horn" by Raini Williams, a trainer with the Department of Labor and Industry, was well received. Chris distributed a handout from the brownbag, which contained some tips for preparing for behavioral interview questions. The discussion also included the importance of "tooting your own horn" and finding a balance between "horn tooting" and showing off. She led the group in a second "icebreaker": *name an accomplishment of which you're particularly proud*. She stated that women, in particular, are reluctant to sing their own praises. Studies have shown that women are 38% more likely to turn down a promotion or withdraw from a job offer if they don't feel completely able to do the job.

The sexual harassment brochure, an endeavor spearheaded by Deb Monroe, has been completed and Chris passed around copies for everyone to review.

The June 15 brownbag is on the subject of "*Emergency Preparedness*" and will be presented by Paul Spengler, Lewis and Clark County Disaster and Emergency Coordinator.

We will vote on whether or not to purchase new items for the training video loan program at the June meeting.

The members of the training subcommittee are Chris Hettinger, chair, Ann Cannon, Joan Franke, Betty Warren, and Deb Monroe.

Daycare (Michelle Robinson and JereAnn Nelson, co-chairs): Michelle Robinson reported that a draft FAQ (frequently asked questions) report has been completed by Marie Matthews. 647 survey responses were received. An interesting survey finding was that the awareness level of the state daycare is higher than was anticipated. It is just under-utilized for whatever reason. Survey comments, positive and negative, will be presented to Carol Watkins, current daycare manager, and to Melanie Denning of the State Personnel Division, but will not be made part of the report. Three areas of concern are evident from the survey: the cost of daycare, in general, and state daycare, in particular; quality of care; and why state employees outside of Helena do not have a daycare, or a daycare subsidy. The group's goal is to have a final draft ready for examination at the June 6 planning subcommittee meeting so that a final report is ready for the June 15 general meeting, and will meet soon. The subcommittee members are Michelle Robinson and JereAnn Nelson, co-chairs, Marie Matthews, and Jeri Duran.

Wage Analysis (Sherry Rust and Barbara Pepper-Rotness, co-chairs).

In the absence of Sherry and Barbara, Molly presented copies of the final report and cover letter, which investigated differences in male and female pay within Montana state government. A three percent wage gap exists between men and women. Therefore, incomplete gender equality still exists in state government and we still have to work to do in this area. Department of Labor and Industry Economists Tyler Turner and Brad Eldredge provided the statistical information. Linda Davis, EEO coordinator with the State Personnel Division, also provided much insight. Copies of the report should be available from any subcommittee member or from Molly. Committee members include: Sherry Rust and Barbara Pepper-Rotness, co-chairs, Cynthia Maw, Cynthia Pearson, Prudy Hulman and Kara Sperle.

Other Business:

Molly reminded all that we will not meet in July. August will be a transition time prior to the big goal-setting meeting in September that kicks off and defines the new ICCW year.

The next meeting, and the last general meeting is Thursday, June 15, 2006 in Room 172 of the State Capitol Building from 1:15 to 3:00 p.m.

Respectfully submitted: JereAnn Nelson, Secretary